Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a

TO : Mr. [redacted]

FROM : Mis[redacted]

SUBJECT:

DATE: 19 March. 1956

[handwritten notes across top right: "Put each of these items on a 5 x 8 card with all of the typed material here single space at the very top. The items shall be marked (X) stated a little more fully so one knows what it's all about. Grouping the cards is not necessary then run the cards."]

1. The attached analysis of the problems contained in the Manpower Survey is divided as follows:

    1. Internal CIA Duplication

    2. External CIA Duplication

    3. Services for Another Agency

    4. Services, which could be Transferred to Another Agency

    5. Elements of Common Concern within the Intelligence Community

    6. Combination of Similar – Functions.

    The references are to the summaries of the Basic Papers submitted by the DD/I, DD/P and the DD/S.

2. The "Remarks" are addressed to you and I hope will prove to be useful in planning your task forces – or teams. I assume that if and when any savings are realized, concurrent thought will be given to utilization of these persons in "xxfunctions or require-ments now assigned xx which are beyond xx present capacity xxxx".

[handwritten: "✓ thru the Thermofax for one. / JEANNE Copy, all this to be ready by next Monday pls. Completed 5 July 56"]

25X1A9a

1. Internal Duplication

    a. DD/I

        (1) Research and Development

            (a) Components Involved: DD/I - OSI, DD/S - OC, DD/P - **25X1A8b**
            Materiel Board and FI*, SA/DCI and Elint.

                Remarks: Study extent of internal duplica-
                tion, and how efforts could or do complement
                each other. (Ref: DD/I papers, para. 2.(3)
                page 3.)

                * See same subject under External Duplication.

    b. DD/S

        (1) Training in connection with Domestic Operations Base.

            (a) Components Involved: DD/S - OTR and DD/P - SR.

                Remarks: OTR suggests manpower could be
                saved if Training were done by OTR. For
                your further information DD/P - PP has a
                project engaged in training foreign
                nationals. (Ref: DD/S papers, para.
                2.k.(2) page 7. and DD/P papers, para.
                3.b.4. page 4.)

        (2) Personnel Record Keeping

            (a) Components Involved: DD/S - OP and all CIA components.

                Remarks: Management Staff is presently con-
                ducting a study of this problem. Ref: DD/S
                papers, para. 2.i.(2) page 6.)

        (3) Supply

            (a) Components Involved: DD/S - LO and OC, and all other CIA
            components.

                Remarks: OC suggests study of supply system,
                record keeping and reporting to achieve man-
                power savings. (See DD/S papers, para. 2.f.(2)
                page 3.)

c. DD/P

  (1) Economic Reporting

  (a) Components Involved: DD/P, DD/I - ORR.

  Remarks: The attached studies indicate possible Internal and External Duplication*.
  (Ref: DD/P papers, para. 3.b.8. page 5 and ORR Section of DD/I papers, pages 2, 3 and 4.)

  * See same subject under External Duplication.

2. External CIA Duplication

  a. DD/I

  (1) Current Intelligence Publications

  (a) Component Involved: DD/I - OCI

  (b) External agency - Military Depts.

  Remarks: DD/I suggests agreement amongst all IAC agencies to have a single series of all current intelligence publications with CIA as coordinator, Ref: DD/I papers, para. 2.(2) pages 2 and 3.

  b. DD/P

  (1) Materiel Stockpiling

  (a) Components Involved - DD/P - PPC - War Planners and PP - Air Maritime Division, DD/S - LO and Management Staff, Machine Records Division.

  (b) External agency - Defense

  Remarks: DD/P suggests CIA eliminate from its stockpile all items except those peculiar to CIA only, and draw on military for any cold war requirements. (Ref: DD/P papers, para. 3.b.1. page 3.)

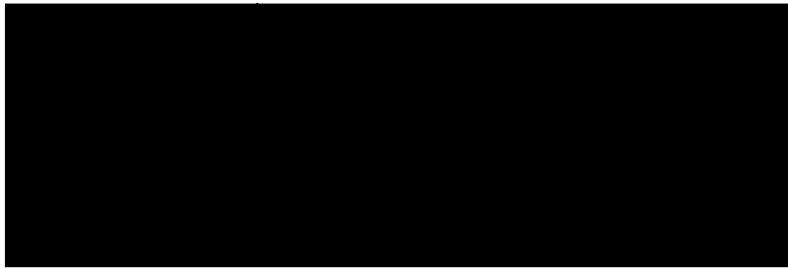 (2) Research and Development

  (a) Components Involved: DD/P*

  (b) External agency - Defense

-2-

Remarks: DD/P suggests that there is an in-
dication of duplication between CIA and the
military on research and development activities.
(Ref. DD/P papers, para 3 b 2 , page 3.)
* See same subject under Internal Duplication.

(3) Communications

(a) Components Involved: DD/P and DD/S - CC.

25X1C4a

(4) Economic Reporting

(a) Component Involved - DD/P

(b) External agency - State Dept.

Remarks: DD/P suggests that Economic re-
porting be transferred to State Dept. -
because covert supplementary action in
this subject is virtually unnecessary.*
(Ref: DD/P papers, para. 3.b.8. page 5
and ORR Section of DD/I papers, pages
2, 3, and 4.)

* See same subject under Internal Duplication.

3. **Services for Another Agency**

a. DD/I

(1) High level Consumer Memoranda.

(a) Components Involved: O/DD/I, ONE and OCI frequently furnish
data to high level consumers which already exist in Current
Intelligence Publications.

Remarks: Even though elimination of this
function might save 12 persons - as Chief,
Management Staff points out, some of this
type of service pays off in other ways.
(Ref: DD/I papers, para. entitled Second
Answer, page 2-1)

b. DD/P

    (1) CIA services visa name checks as a result of the McCarran Act.

        (a) Component Involved: DD/P - ███████████   **25X1A8a**

        (b) Agency Involved: Immigration and Naturalization Service.

        Remarks: DD/P questions need for this service by CIA. At the time study was made 39 persons were involved, since then 25 additional persons have been detailed to the program. (Ref: DD/P papers, para. 3.b.9. page 5.)

4. Services, which could be transferred to Another Agency

    a. DD/P

        (1) Overseas UW Activities

            (a) Component Involved: DD/P - PP
                                  OTR*

            (b) External agency: U.S. Army

            Remarks: DD/P suggests U.S. Army take over

25X1C14c

███████████████████████████████████

            (Ref: DD/P papers, para. 3.b.4. page 4.)

            * Suggest OTR's views be solicited also.

        (2) POW Innocent Text Code

            (a) Component Involved: DD/P - PP

            (b) External agency: USAF

            Remarks: DD/P asks "If Project is to be continued could it not be more adequately performed by USAF?" (Ref: DD/P papers, para. 3.b.5. page 4.)

25X1A2g

        (3) USIA or ███████████████

            (a) Component Involved: DD/P (propaganda)

-4-

(b) External agency: USIA or ████████████   25X1A2g

Remarks: DD/P suggests that certain propa-
ganda projects have reached a stage where
they should be turned over to USIA ████   25X1A2g
████████████ (Ref: DD/P papers, para.
3.b.6. page 4.)

25X1A2g

(4) ICA and Other Government Agencies - NSC 1290(d) projects

(a) Component Involved: DD/P

(b) External agencies: ICA and other government agencies.

Remarks: DD/P suggests that these programs,
primarily overt in character are outside
CIA's sphere of responsibility and that they
could be transferred out. (Ref: DD/P papers,
para. 3.b.7. page 5.)

General Remarks: Suggest policy decision from SA to
DD/P on PP and PM matters, Survey, then negotiating
instruments for DCI's signature.

b. DD/S

(1) Services

(a) Component Involved: LO

(1) Furniture Repair

(2) Typewriter Repair

(3) Printing Service

(4) Building Supply Service

(5) Mail and Courier Service

Remarks: A saving of personnel could be
effected if the responsibilities of (1), (2)
and some of (3) could be transferred out of
the Agency - and in the case of (4) decen-
tralized to operating offices. As to (5)
service could be curtailed by rendering less
frequent pick-up and delivery service and by
the refusal of numerous special requests.
Advantages and disadvantages should be ex-
plored. (Ref: DD/S papers, para. 2.h.(1),
page 5.)

-5-

(2) Training

    (a) Component Involved: OTR

    (b) External agencies involved: Government and Non-Government
       Schools.

       Remarks: An effort should be made to eval-
       uate statistics bearing on statement "Ex-
       perience has shown that in the majority of
       cases the most efficient, economical and
       secure method of providing language and area
       instruction for agency employees is through
       internal CIA programs". (Ref: DD/S papers,
       para. 2.k.(2), page 7.)

5.   Elements of Common Concern within the Intelligence Community

    a. DD/I

       Most of the services of common concern performed by the DD/I are
       spelled out in various NSCID's and DCID's. In addition,

       (1) ORR conducts:

          (a) Cartographic, Map Library and geographic intelligence func-
            tions.

          (b) Intelligence support to the Economic Defense program.

          (c) Intelligence information in support of trade controls for
            Economic Defense Advisory Committee.

25X1B4d   ██████████████████████████████

          (e) Interagency Map Procurement coordinating committee.

          (f) Coordination in the production of geographic contributions
            to the U.S. Military escape and evasion program.

          (g) Coordination of U.S. activities in support of US/UK Travel
            Folder Program.

25X1A7a   (2) ██████:

          (a) Monitors, records and collates POW Broadcasts.

          (b) Studies propaganda techniques in support of political
            analysts and psychological warfare activities.

-6-

25X1A7a (3) ████████

    (a) Coordinates procurement of foreign language publications.

    (b) Provides translation services for CIA and for other IAC agencies in the rarer languages.

  (4) OCR performs all but a very few services for the entire Intelligence Community.

✓   (5) OSI/Electromagnetic Warfare branch provides intelligence support in overseas broadcasting to USIA, FCC and State.

    Remarks: Elimination of the above would save ███ persons   25X9A2
to this Agency but represents the necessary functions within the Intelligence Community. A Task Force should explore the need and the functional responsibility for each of the above. (Ref: DD/I papers, para. entitled Second Answer, pages 2-1 thru 2-5.)

6. Combination of Similar Functions

  a. DD/I and DD/P

    (1) Biographic Register/DD/I/OCR and ████████████████████   25X1A8a

    Remarks: A study should be made to determine the advisability of a merger. (Ref: DD/I papers, para. 2.(1) page 2.)

    (2) Economic Research and Reporting

    Remarks: See discussions under Internal and External CIA Duplication.

    (3) International Conferences

    Remarks: Information on and coverage of international conferences are becoming increasingly important, especially as Soviet participation increases. There are indications that responsibility for coverage of such conferences is not clearly assigned and that unnecessary duplications and serious gaps in coverage are occurring. (Ref: DD/I papers, para. 2.(4) page 3.)